

Report for Week Ending 14 June 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Work is continuing on the lists of reporting requirements to be furnished area Reports Management Officers. I'm attempting to get the reports index cards arranged for typing prior to leaving for the Records Management Institute. The forms for the lists have been received from the printing plant.

25X1A9a Miss [REDACTED], ARO/OL, reported that the Office of Communications cancelled its requirement for a monthly report on the status of all contracts resulting from Office of Communications requisitions. Several unsuccessful attempts were made (one by me) in the past year to discontinue this nonessential report.

Projects 6-13-Dispatch Format and Procedure, - DD/I Reports Survey -6-22

No change in status.

Project 6-35 - Survey of Procurement Division Contract Files

Personnel of the Administration and Control Staff are progressing slowly with removing the superfluous center cut requisition folders from the purchase order files. Their work on this project so far, however, indicates that we were accurate in estimating that removing these folders will save 30% in filing space. The procurement Division Memorandum on contract filing standards has been published. Its effect on the workload of the file clerk should be felt within a week or so as personnel begin to apply the standards.

General Information

Completed a draft of the Staff's semi-annual report of accomplishments.

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